LEWISTOWN JOB SERVICE EMPLOYERS' COMMITTEE

June 16, 2005

Present:  Nancy Wilson, Joe Eckhardt, Sandi Ludeman, Robin Fleming, Susan Knedler, Janis Duffy

Nancy welcomed everyone and called the meeting to order.

Minutes of the previous meeting were approved as submitted.

No Treasurer's report was given due to the absence of the Treasurer.

Old Business:

New Committee Member(s): Janis suggested the following for consideration: Doug Peterschick, Lori Gill, Tom Gehlen, Bill Spratt. Susan suggested Sandra Westhoff.  After discussion it was decided that Janis should contact Lori Gill and if she cannot join us then Robin will ask Sandra Westhoff.

Strategic Plan:  After discussion, Nancy suggested that we have a special meeting in September to go over the Plan and make adjustments if necessary. Susan suggested that since the City Revitalization Plan would be coming out this fall that it would be good timing and we would have the opportunity to adjust the Plan if necessary.  It was decided to have an evening dinner meeting, possibly at the Sports Inc. house.  The specific date will be set at the regular August meeting.

Customer Service Seminar Wrap Up:  Janis reported that there were 151 in attendance and gave a brief summary of the evaluations that were turned in.  Out of the 151, evaluations were turned in by 58 people. 89% rated the seminar 8 or above and only 6 rated it 7 or below on a scale of 1 to 10.  Preferred topics for a future seminar were Performance Evaluations and Time Management, each having 18 positive responses. Susan suggested that we have thank you notes for the financial institutions that co-sponsored with us and all sign them at the next meeting.  Nancy suggested that we try to solicit co-sponsors for at least one free seminar per year and that it should

be reflected in our Strategic Plan.  Joe asked that we not target the banks again and that possibly other businesses would like to join in.  Susan suggested that possibly the Revitalization Committee, Chamber and JSEC would be a good combination to sponsor a seminar.

Other:  JSEC/Managers' State Meeting in Glasgow:  Janis reported on the state meeting held in May at the Cottonwood Inn in Glasgow.  The featured speaker, Steve Beck of Beck and Associates presented on Customer Service and was a real crowd pleaser.  Janis read an email from Kathy Yankoff regarding Steve's return engagement in Montana in March.  He will possibly be available to do presentations during a 2 week timeframe.  After discussion it was decided to try to find out his open dates and fees involved to see if it would be feasible to bring him to Lewistown.

New Business:

ABC/September 21, 2005: Janis suggested that (per email from the ABC Coordinator in Helena) someone on the Committee might want to consider taking part as a presenter at this year's Clinic.  Janis plans to show one of the 10 Danger Zone videos; the decision on which one to show will be made at the August Meeting.  After much persuasion, Sandi agreed to present on Evaluations. Susan suggested that in the future we might consider a presentation on best practices that local employers have implemented.  Robin offered the idea of having a panel discussion of employers.

Fall Employer Seminar:  Janis presented the following for ideas:
Jim Nys: "Managing in Montana" or "Managing Employee Performance" and passed around Power Point handouts on each presentation.

Raini Williams:  "Crucial Conversations", "Generations at Work", "Effective Meetings/Decision Making", "Creativity at Work", & "Customer Service".

Kathy Steil: "Time Management"

After discussion and with no other ideas presented, it was decided to have Jim Nys present "Managing in Montana".  Janis will contact him for available

dates in October or the first week in November, with preference given for Tues., Wed., or Thurs. mornings.  She will email members regarding dates.

Other:  Janis distributed copies of the One Stop Employer's Tool Kit to members present.

Discussion was had regarding the July meeting.  It was decided to skip July and have the next meeting on August 18th.